

301 APPROVAL OF EXCEPTIONS BY HEADQUARTERS DIVISION OF DESIGN, PROGRAM MANAGER

The Headquarters Division of Design, Program Manager (DLP), shall review and approve exceptions to Statewide policies and mandatory design standards that govern encroachments and access to encroachments within the State highway right of way.

The Headquarters Division of Design, Program Manager, is responsible for establishing procedures and guidelines governing the preparation of specific requests for variances and exceptions and the information that must be included in a request. Standard practice is to process all applications from written requests submitted to the Headquarters Division of Design, Program Manager. Prior approval is required if personal appearances by district personnel or the applicant are necessary. Encroachment proposals listed in Sections 302 and 303 are to be submitted with district recommendations signed by the District Division Chiefs of Project Development, Right of Way, Traffic Operations, and Maintenance. Requests submitted to the Headquarters Division of Design, Program Manager, for consideration of exceptions shall include the items listed in Table 3.1.

When possible, encroachment exceptions on the same project should be submitted in one presentation to allow a correct decision. If it is not possible to submit one presentation, the transmittal letter should explain fully why the cases must be submitted separately. Address all correspondence to the attention of the Headquarters Division of Design, Program Manager.

302 ENCROACHMENTS WITHIN ANY HIGHWAY RIGHT OF WAY

Requests for the following encroachments shall be submitted by districts to the Headquarters Division of Design, Program Manager:

1. Facilities that limit use of the right of way and/or may add to Caltrans' costs in future construction.
2. Changes in facilities approved previously by the Headquarters Division of Design, Program Manager, when the proposed changes alter the conditions under which the original encroachment was approved.
3. Any grading, removal of cut material or placement of fill material within any right of way.
4. Encroachments associated with toll road demonstration projects.
5. Placing utility facilities within the median area of any State highway.
6. Allowing utilities to remain in an existing tunnel or tube that is incorporated into a new highway improvement.
7. Exceptions or changes to the standards described in Chapter 6.
8. Exceptions to high and low risk policies.
9. Drainage diversions.
10. Groundwater disposal.
11. Longitudinal private pipelines carrying gas, oil, or other flammable fluids that are operated under franchises with local agencies.